

To: MWA LAOs, MWA Secretaries  
cc: Area Director's Office, D. Agee  
Attachments: ARS230-5-03.doc, ARS230-5-03.wpd, ARS215-5-03.wpd

This will clarify the changes imposed, and resulting new procedures, related to the Foreign Research Associate Program as a result of Dr. Knipling's 5/19/03 e-mail to the Administrator's Council and Research Leaders re: Clearance Procedures for Non-Citizens to Work in ARS Facilities. Please forward this information as appropriate.

Affiliated with the Foreign Research Associate Program, Dr. Knipling's memo stated:

"1. Locations must submit form ARS-230, Non-Citizen Data Sheet, to their Area Office as soon as it is known that a non-citizen has been identified to be a worker at the location . . .

4. ARSHS will notify the submitting Area Office if the Name Trace Request has been satisfactorily completed. Thereafter, one of the following actions should be followed: . . .

b. Sponsor Visa (Funded) - If ARS is going to sponsor the visa for a non-citizen and provide support funding (but not hire), the Area Office must submit a completed ARS-215 and a memo from the requestor through supervisory channels and through ARSHS to the Foreign Agricultural Service (FAS). The memo should request a visa application and request setting up a reimbursable agreement with Office of International Cooperation and Development (OICD) for maintenance payments.

c. Sponsor Visa (Unfunded) - If ARS is going to sponsor the visa for a non-citizen but not provide support funding, the Area Office must submit a requesting memo for visa application, an ARS-214 and an ARS-215 from the requestor through supervisory channels and through ARSHS to FAS.

d. Non-USDA sponsor of Visa (Funded) - If the non-citizen has a valid visa sponsored by a non-USDA source and ARS will provide support funding, the Area Office must submit a memo from the requestor through supervisory channels and through ARSHS to FAS, requesting a reimbursable agreement with OICD for maintenance payments."

As a result of Dr. Knipling's memo, please use the following new procedures related to the Foreign Research Associate Program.

1. E-mail Dr. Hewings at [hewingsa@mwa.ars.usda.gov](mailto:hewingsa@mwa.ars.usda.gov) the request to become involved with a Foreign Research Associate and the details of the proposed work, sponsorship, funding, etc.

2. The Area Director's Office will reply to the requestor, indicating approval or not.

3. Upon receipt of approval from the Area Director's Office of the Foreign Research Associate e-mail request, IMMEDIATELY have the non-citizen complete the ARS-230, Non-Citizen Data Sheet, using the just-released 5/03 version attached. No longer use the Form titled, "Information for U.S. State Department Certificate of Eligibility" because Section I of the ARS-230 incorporates the information from the Certificate Form.

4. Forward the completed ARS-230, Non-Citizen Data Sheet, to Marie Bishop at [bishopm@mwa.ars.usda.gov](mailto:bishopm@mwa.ars.usda.gov) or fax 309-681-6683.

5. Marie Bishop will forward the completed ARS-230 to the ARS Office of Homeland Security and request a name trace.

6. While the name trace is being conducted and/or upon satisfactory completion of the name trace, the ARS scientist and/or non-citizen should choose the applicable scenario below and complete/prepare the listed items.

a. If ARS is sponsoring the visa and is providing support funding:

(1) Complete and sign (by all parties) the ARS-215, using the 5/03 version attached.

(2) Prepare the cover memo requesting a visa application and the establishment of a reimbursable agreement for maintenance payments. The Through and To lines on the memo are Through RL; Through CD; Through AD; Through Michael D. Ruff, Director, ARS Office of Homeland Security; To Carol Kramer-LeBlanc, Director, RSED, ICD, FAS. Notes: An ARS-214 is not needed in this case. Because Dr. Ruff now signs for ARS' Office of International Research Programs, Arlyne Meyers and OIRP are not included in the Through lines.

(3) Send the cover memo and completed/signed (by all parties) ARS-215 through the supervisory chain to Dr. Hewings for forwarding upon satisfactory completion of the name trace.

b. If ARS is sponsoring the visa but is not providing support funding:

(1) Complete and sign (by all parties) the ARS-215, using the 5/03 version attached, and the ARS-214.

(2) Prepare the cover memo requesting the visa application. The Through and To lines on the memo are Through RL; Through CD; Through AD; Through Michael D. Ruff, Director, ARS Office of Homeland Security; To Carol Kramer-LeBlanc, Director, RSED, ICD, FAS. Note: Because Dr. Ruff now signs for ARS' Office of International Research Programs, Arlyne Meyers and OIRP are not included in the Through lines.

(3) Send the cover memo and completed/signed (by all parties) ARS-215 and ARS-214 through the supervisory chain to Dr. Hewings for forwarding upon satisfactory completion of the name trace.

c. If ARS is not sponsoring the visa but is providing support funding:

(1) Complete and sign (by all parties) the ARS-215, using the 5/03 version attached.

(2) Prepare the cover memo requesting a reimbursable agreement for maintenance payments. The Through and To lines on the memo are Through RL; Through CD; Through AD; Through Michael D. Ruff, Director, ARS Office of Homeland Security; To Carol Kramer-LeBlanc, Director, RSED, ICD, FAS. Notes: An ARS-214 is not needed in this case. Because Dr. Ruff now signs for ARS' Office of International Research Programs, Arlyne Meyers and OIRP are not included in the Through lines.

(3) Send the cover memo and completed/signed (by all parties) ARS-215 through the supervisory chain to Dr. Hewings for forwarding upon satisfactory completion of the name trace.

7. Upon notification of satisfactory completion of the name trace, the Area Director's Office will forward the above paperwork to Dr. Ruff and notify the requestor.